

**MEMORANDUM**

8/21/2012

TO: Gabriel Albornoz, Director, Department of Recreation  
Ginny Gong, Director, Community Use of Public Facilities  
David Dise, Director, Department of General Services  
Parker Hamilton, Director, Montgomery County Public Libraries  
Jennifer Hughes, Director, Office of Management and Budget

FROM: CountyStat  
SUBJECT: The Department of Recreation Facility Review

**The following items were identified for follow-up during the 8/21/2012 CountyStat meeting:**

The Department of Recreation will engage Montgomery County Police to conduct security assessments of recreation facilities.

Responsible parties: REC  
Other parties involved: none  
Deadline: 12/11/2012

The Department of Recreation will examine the viability of using a sliding rental fee scale during high demand hours and locations.

Responsible parties: REC  
Other parties involved: CountyStat  
Deadline: 12/11/2012

The Department of General Services will work with the Departments of Recreation, Libraries and others that run county facilities to review procedures for lighting repair and preventative maintenance of high ceiling lighting.

Responsible parties: DGS  
Other parties involved: CountyStat, LIB, REC  
Deadline: 12/11/2012

The Department of Recreation will develop a performance measure to track facility occupancy rates and availability.

Responsible parties: REC  
Other parties involved: CountyStat  
Deadline: 12/11/2012

The Department of Recreation will work with CUPF and OMB to explore options for centralizing facility bookings and increasing customer service levels.

Responsible parties: REC  
Other parties involved: OMB, CUPF  
Deadline: 12/11/2012

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer